

## Job Description

<b>Title:</b>	Production Supervisor - Defence/OEM	<b>Location:</b>	Ingersoll, ON
<b>Education:</b>	Industrial Management Certificate/Supervisor training	<b>Hours:</b>	40
<b>Experience/Proficiency:</b>	3-5 years of related experience	<b>NOC:</b>	9227
<b>Reports to:</b>	Production Manager - Defence/OEM	<b>Rev. Date:</b> mm/dd/yyyy	May 6, 2015

### General Description

To provide leadership and direction to 45 - 50 hourly unionized employees, in a three shift rotation. To direct the production activities of the department to meeting company goals and objectives in the areas of cost, quality, safety, quantity, training and delivery.

### Skill/Effort Requirements

- Able to direct human and physical resources
- Requires knowledge of manufacturing machinery/assembly processes
- Problem Solving
- Knowledge of SPC/OPC
- Highly motivated and able to motivate others
- Knowledge of Labour Relations and the Collective Agreement
- Knowledge of the Occupational Health and Safety Act and Regulations
- Knowledge of WHMIS
- Requires a valid First-Aid/CPR Certificate
- Ability to handle multiple tasks with frequent interruptions
- Prompt decision making
- Continuous monitoring of personnel and machinery

### Responsibilities

- Assigning, planning, monitoring and problem solving of production processes to meet efficiencies and utilization, department requirements and thru put
- Ensure a quality product through SPC/OPC problem solving and corrective action processes
- Ensure customer delivery requirements, inventory levels, and budget guidelines are met
- Provide job training and coaching
- Ensure compliance to the Collective Agreement in the areas of discipline, job posting, seniority, overtime distribution
- Ensure compliance with Company policies and procedures
- Administer the Occupational Health and Safety Act as it pertains to supervisor responsibilities
- Conduct monthly Health and Safety talks
- Material movement
- Continuous Improvement
- Participate in the recruitment process
- Make recommendations to improve productivity and reduce overall costs
- Administer First-Aid when necessary
- Other duties as assigned

### Working Conditions

- Exposure to dirt and noise in a manufacturing environment
- Exposure to chemical, welding sparks and flash

<b>Reviewed By:</b> (Employee Signature)		<b>Date:</b>	
<b>Approved By:</b> (Manager Signature)		<b>Date:</b>	